

CA-PMM

Project Name: Bulk Fuel System (BFS) Project

OCIO Project #: 2660-419

Department: Department of Transportation

Revision Date: 6/4/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Develop RFP	10/1/07	Revised 1/2010	SPR is in-process
Automate & Integrate Remaining 111 sites to begin 8/2008 (per approved FSR, dated 8/6/07)	6/30/13	Revised 6/2014	SPR is in-process
Accomplished this week			
Held weekly BFS Project Team meeting. Continued to refine BFS requirements. Reviewed IPOC status reports. Completed OCIO's CA-PMM training and status reports.			
Planned/Scheduled Completion in Next Two Weeks			
Shepard SPR through the approval processes. Finalize BFS updated requirements for submission to IT Enterprise Advisory Council. Finalize work on RFP Section 1, 2, 3, 4.			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?	No	Tasks in FSR schedule have been delayed. SPR is in process to revise scope, schedule and costs	
Are there any planned tasks that won't be completed?	No		
Are there problems which affect your ability to accomplish assigned tasks?	No		
Do you plan to take time off that is not currently scheduled?	No		

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Various	Scope, Schedule and Cost	SPR in-process to revise Scope, Schedule, and Cost
2. Were any key milestones or deliverables rescheduled?	Yes	Various	See #1	See #1
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	Yes	OCIO clarification	See #1	See #1
5. Were tasks added that were not originally estimated?	Yes	OCIO clarification	See #1	See #1
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Various	See #1	See #1
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No		Prior staff turnover; now stabilized	

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Scope, schedule and cost.	SPR in process to revise scope, schedule and cost
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See #1	See #1
3. Is there any unplanned work that needs to be done?	Yes	See #1	See #1
4. Are there any expected or recommended changes to scope?	Yes	See #1	See #1
5. Are there any tasks not originally estimated that will need to be added?	Yes	See #1	See #1
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See #1	See #1
8. Are any major new issues foreseeable?	Yes	State budget reduction could add additional furlough day, impacting	Monitor state budget decisions.
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Redrafted SPR, Economic Analysis Worksheets, and Project Schedule. Re-submitted SPR and supporting documents to Caltrans IT Project Management Office for processing on 5/1/09. Held quarterly BFS Steering Committee meeting on 4/16/09, which involved new OCIO representative. Completed the BFS Project Evaluation Plan. Initiated re-draft of ITPP. Drafts of RFP sections in process. Held BFS Team meetings and requirements sub-team meetings.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Release RFP	10/1/07 (FSR)	8/17/10	Behind Schedule	SPR in process for scope, schedule and cost changes	SPR submitted to Dent PMO in May
Automated fuel vendor selected and contract awarded	12/31/07 (FSR)	12/17/10	Behind Schedule	SPR in process for scope, schedule and cost changes	SPR submitted to Dent PMO in May
Complete automation and upgrades	6/30/13 (FSR)	6/27/14	Behind Schedule	SPR in process for scope, schedule and cost changes	SPR submitted to Dent PMO in May

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	SPR is in-process to revise scope, schedule and cost. Causes for delays are various, including project staff turnover and clarification
Milestones			x	See "Schedule - Action Required" comments
Deliverables			x	See "Schedule - Action Required" comments
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Release RFP	10/1/07 (FSR)	8/17/10	Behind Schedule	SPR in process for scope, schedule and cost changes	SPR submitted to Dept PMO in May
Automated fuel vendor selected and contract awarded	12/31/07 (FSR)	12/17/10	Behind Schedule	SPR in process for scope, schedule and cost changes	SPR submitted to Dept PMO in May
Complete automation and upgrades	6/30/13 (FSR)	6/27/14	Behind Schedule	SPR in process for scope, schedule and cost changes	SPR submitted to Dept PMO in May

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	SPR is in-process to revise scope, schedule and cost. Causes for delays are various, including project staff turnover and clarification
Milestones			X	See "Schedule - Action Required" comments
Deliverables			X	See "Schedule - Action Required" comments
Resources	X			
One Time Cost	X			
Continuing Cost	X			

CA-PMM**Project Name:** Bulk Fuel System (BFS) Project**OCIO Project #:** 2660-419**Department:** Department of Transportation**Revision Date:** 6/4/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2	SPR is in-process to revise scope and cost. Causes of delay are including project staff turnover clarification by OCIO regarding pro
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	
	Partially engaged	1		
	Inadequate enagement	2		
8. Strategy Alignment	Strong alignment	0	0	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	See #3 above
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	See #3 above
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	0	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	
	Moderately Effective	1		
	Ineffective	2		
Total			6	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Request for Information conducted in March 2008 resulted in 11 vendors responding. Six of eleven vendors responded that integration to existing automated bulk fuel sites is possible. Ten of 11 vendors responded that the on-going maintenance support for the automated systems is possible.